

Bylaws

The World Lebanese Cultural Union Society of Edmonton

Council of Trustees

Responsibilities:

- 1.1 Conduct an annual financial audit of WLCUE as recommended by the majority of the Council members.
- 1.2 Ensure WLCUE is conducting its affairs in accordance with the objectives and By-laws of the World Lebanese Cultural Union, Mother Organization, and Local Chapter.
- 1.3 Promote the Objectives and Goals of WLCUE among all the Lebanese community organizations, and individuals. It is the responsibility of this council to solidify the relationship between the WLCUE and the rest of the community and the public sector in conjunction with the Board of Directors as deemed appropriate.
- 1.4 Step in, should the Board of Directors of WLCUE become insolvent due to resignations, illegal activities, or deviate from its mandate to a point that endangers the integrity of the society. Take control of the Chapter, and call for an election within a period not to exceed three months.
- 1.5 Form the Election Committee and the By-Laws committee from within its members.
- 1.6 Approve the Board of Directors' yearly budget and issue the required funds.
 - 1.6.a The Council has the sole control over the Special Account monies.
1. 1.7 The Council will have the over all supervision of the Society. However:
 - 1.7.1 The Council will **NOT** interfere with the day-to-day activities of the Board of Directors.
 - 1.7.2 Members of the Council will have **NO** voting rights when attending the Board of Directors' meetings.
2. 1.8 Become automatic trustees of the Chapter's assets and monies upon dissolution of the Board for any
3. reason.
4. 1.9 The Council and Board of Directors will share information on regular basis by the way of exchanging the monthly meeting minutes and via other means of communication such as e-mails and attendance to each other meeting.

1.10 Forming the Council of Trustees:

The Council shall **consist** of five (5) members, selected as follows:

1. Priority is given to all former Presidents of the Chapter, who served at least one full term of two (2) years and continued to be members in good standing of the organization.
2. If the number of existing or accepting former presidents is more than five, then priority is given to the most seniors in term of the year elected and served as a president of the WLCUE. Should the number accepting former Presidents is less than five(5), then the remaining members of the Council shall be elected from board members who have served at least two terms on the Board and continued to be members in good standing with the Chapter.
3. The most senior president, in terms of the year elected as a president of the Board, will have to resign from the council of trustees after serving two consecutive terms. He/She will no longer be considered as a past president for the purpose of forming this council, however, he or she can run for election, as a qualified past board member, in the event that the number of existing or accepting presidents is less than (5).
4. The general members will elect the remaining members of the Council in the event the number of existing or accepting former presidents is less than five.
5. The Council will select their own Chairperson, Vice Chair who will also act as Secretary, and three Directors. Three votes in the Council will constitute a majority
6. Members of the Council will serve a three-year term.
7. Any member of the Council who is absent for three consecutive meetings without any notice may be removed from office by majority votes on the Council and ratified by the general members at the next scheduled general meeting. The general members at the next scheduled meeting may remove any member of the Council from office for any cause, which the society may deem reasonable upon a majority vote of all members of the council and ratified.
8. The fiscal term of the Council of Trustees will begin on May 1; this will ensure that any newly elected Board will be coached for three months by the Council of Trustees to ensure a smooth transition after elections.
9. No member from the Council or the Board of Directors can serve on both boards simultaneously. Upon meeting all the requirements, a member can only run for one position either on the Council or on the Board of Directors but not both.

Board of Directors

1. The Board of the WLCUE shall be comprised of **Seven (7)** members to be elected by the general assembly at an Annual General Meeting held for that purpose every two years.
2. Board of Directors will consist of President, Vice President, Secretary, Treasurer, and three (3) Directors.
3. All members of the Board of Directors shall be elected at a general meeting.
4. Board members shall serve for a period of two years.

General Membership

1. The Board of Directors shall determine fees for membership in the society from time to time. **Any Canadian Citizen residing in the province of Alberta and being of the full age of 18 years** may become a member of the WLCUE by a favorable vote passed by majority of the Board of Directors at its next regular meeting, and upon payment of the fee.
2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its secretary. If any member is in arrears for fees or assessment for any year shall be automatically suspended and shall be entitled to no membership privileges or power in the society until reinstated. The Council of Trustees may expel any member from membership for any cause that the society may deem reasonable upon a majority vote of the Board of Directors and ratified. However, a list of these individuals must be kept current and presented to the general membership during the next scheduled general meeting.

Elections

1. The Council of Trustees will form the Election Committee. This committee is to plan, organize and run the elections in a fair and neutral manner in consultation with the present Board.
2. Any member of the WLCUE has the right to run for election to the Board of Directors upon completion of **Three (3) months membership**, however, application and fees for membership must be received by the WLCUE through its Secretary **on or before September 30 preceding the Election Day. Running for President of the Board requires the candidate to have served in any capacity at least one term previously on the Board.**
3. Election Day is designated to be held no later than the end of February - every two years. The Council of Trustees at its discretion could grant the Board of Directors a one-time extension period of up to three months where it seems that such postponement of election is to the benefit of the WLCUE.
4. Every member who wishes to run for a position on the Board must declare his/her candidacy two (2) weeks before the election day, and his/her candidacy must be nominated or sponsored by two (2) general members who are in good standing with the Society.
5. Only, elected board members are eligible to serve on the Board of Directors

Executive Committee

1. The newly elected Board of Directors shall elect the Executive Committee of the Board (President, Vice President, Secretary, and Treasurer) by a secret ballot right after the results of the general election if possible. Otherwise, the election committee will schedule a meeting for the newly elected Board and for this purpose only as soon as possible but not to exceed two (2) weeks after the Election Day.
2. The Board shall, subject to the By-Laws /directions given to it by majority vote at any meeting properly called and constituted, have control and management of the affairs of the society subject to the supervision of the Council of Trustees as described in the Council of Trustees portion of these By-Laws. Meetings of the Board shall be held as often as may be required, but must occur at least once every month, and shall be called by the president. A special meeting may be called by the president and/or on the instructions of two board members thereof, provided they make request to call such a meeting to the president in writing and state the business to be brought before the board. A written notice must be mailed to each member 10 days prior to the meeting.
3. In case of an emergency, 50% plus (+) one (1) or more members shall constitute a quorum, and emergency meetings shall be held without notice if a quorum of the Board is present.
4. The Council of Trustees may remove any director or officer on the Board from office for any cause that the society may deem reasonable upon a majority of all members of the Board and ratified. However, a list of these individuals must be kept current and presented to the general membership during the next scheduled general meeting. Any member of the Board who is absent for three consecutive meetings without any notice is automatically removed from office. The Board of Directors may, may not grant a proper written request for leave of absence at its discretion, or may decide that a member may be removed from office; however, the Council of Trustees must ratify the decision. Any vacancy on the Board of Directors occurring during the year shall be filled at the next general meeting provided it is so stated in the notice calling such meeting.

President:

The President shall be the Chief Executive Officer of the Board of Directors, subject to the control of his Board and subject to the supervision of the Council of Trustees as described in the Council of Trustees portion of this constitution. He/She shall have general supervision, direction and control of the affairs of the society. The president shall be ex-officio member of all board committees. He/She, when present, shall preside at all meetings of the Board of Directors and its sub-committees. However, the Chairman of the Council of Trustees will chair the general meetings and the shared meetings.

Vice-President

The Vice-President, in the absence or disability of the President, shall perform all the duties of the President and when so acting, shall have all the powers of and be subject to the restrictions of the President.

Secretary

It shall be the duty of the Secretary to attend all meetings of the Society and the Board, and to keep accurate minutes of the same. He/she shall have charge of the seal of the society. This seal, whenever used, shall be authenticated by the signature of the Secretary and the President or, in the case of the death or inability of either to act, by the Vice-President. In the absence of the Secretary, such officer as

may be appointed by the Board shall discharge his /her duties. The Secretary shall have charge of all the correspondence of the society and be under the direction of the President and the Board.

The Secretary shall also keep a record of all the members of the society and their addresses send all notices of the various meetings as required.

Treasurer

The Treasurer shall keep records and be informed of all the monies paid to the society and shall be responsible for the deposit of it in whatever financial institution the Board may direct. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting, a statement duly audited as hereinafter set forth of the financial position of the society. The Treasurer shall collect and receive the annual dues or assessments levied by the society. Such monies shall be promptly deposited in a financial institution as hereinafter required. The Treasurer shall provide the Secretary an up to date list of all the names of the paid up members as soon as it occurs for proper bookkeeping and administration.

Auditing

1. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by the Council of Trustees. Such auditor at the annual meeting of the society shall submit a complete and proper statement of the standing of the books for the previous year. The fiscal year of the society shall be January 1 to December 31.
2. The books and records of the society may be inspected by any member of the society at the annual meeting provided for herein or at any time upon giving reasonable notice arranging a time satisfactory for the officer or officers having charge of those records. Each member of the Board, at all times, shall have access to such books and records.

Meetings

1. This Society shall hold an Annual General meeting on or before the last Sunday of February every year. A written notice must be mailed to the last known address of each member twenty-one (21) days prior to the date of the meeting.
2. General meetings of the society may be called at any time by the Secretary upon the instructions of the President or the Council of Trustees by written notice mailed to the last known address of each member eight (8) days prior to the date of the meeting. The President or Secretary shall call a special meeting upon receipt by him/her of a petition signed by one third of the general members in good standing. This call should set forth the reasons for calling such a meeting; a written notice must be mailed to the last known address of each member eight (8) days prior to the date of the meeting.
3. A simple majority of Board members shall constitute a quorum for the purpose of board meetings.
4. 33% of the general members in good standing shall constitute a quorum at any general meeting.
5. Chairman of the Council of Trustees will chair the general meetings.

Miscellaneous

Voting

Any paid up member who is in good standing with the society on or before December 31st preceding the election day and who has not withdrawn from membership nor has been neither suspended, nor expelled as herein provided shall have the right to vote at any general meeting of the society. Such vote must be made in person and not by proxy or otherwise.

Remuneration

No officer or member of this association shall receive any remuneration, compensation, or wages for his services to the association unless authorized at any general meeting and after a notice for this purpose has been given.

Fundraising

For carrying out its objectives, the society may raise or secure the payment of money in such a manner as it thinks fit.

By-Laws

The By-Laws may be rescinded, altered, or added to by the By-Laws Committee providing a written notice of change be circulated to all members one (1) month prior to the general meeting held especially for this purpose.

Dissolution

Upon dissolution of The WLCUE, any assets remaining after paying debts and liabilities should be transferred in trust to the municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the board of AGLC.